

ENTERPRISE FUNDS

This section contains the budgets for three of the City's enterprise funds. Two other enterprise funds for electric and water are located in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

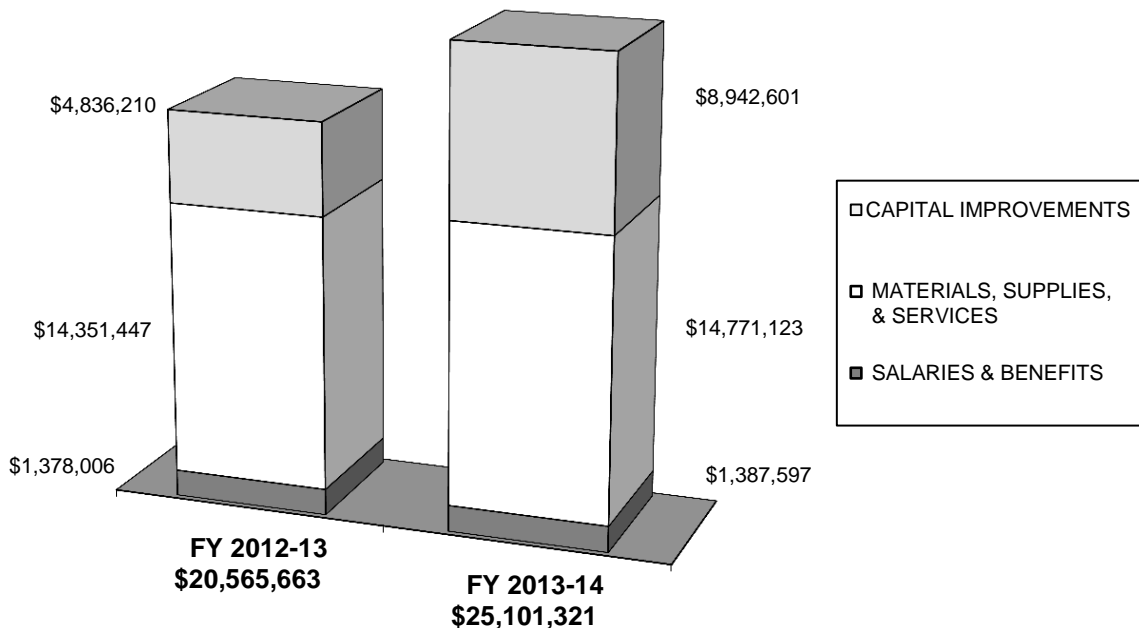
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	11.247	11.297	11.397	0.100
Revenues and Other Income	\$ 16,216,098	\$ 16,074,204	\$ 16,739,674	\$ 665,470
Salaries & Benefits	\$ 1,306,634	\$ 1,378,006	\$ 1,387,597	\$ 9,591
Materials, Supplies, Services	11,788,337	14,351,447	14,771,123	419,676
Capital Improvements	288,484	4,836,210	8,942,601	4,106,391
TOTAL	<u>\$ 13,383,455</u>	<u>\$ 20,565,663</u>	<u>\$ 25,101,321</u>	<u>\$ 4,535,658</u>

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Program

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

PROGRAM SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	4.247	4.297	4.397	0.100
Salaries & Benefits	\$ 626,726	\$ 622,982	\$ 642,553	\$ 19,571
Materials, Supplies, Services	11,245,145	13,639,224	14,022,334	383,110
Capital Improvements	26,293	4,736,210	8,842,601	4,106,391
TOTAL	<u>\$ 11,898,164</u>	<u>\$ 18,998,416</u>	<u>\$ 23,507,488</u>	<u>\$ 4,509,072</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design Section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget (OMB) guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position and an Information Systems Analyst IV position.

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	2.147	2.197	2.297	0.100
Salaries & Benefits	\$ 252,091	\$ 293,201	\$ 308,250	\$ 15,049
Materials, Supplies, Services	1,616,846	1,917,602	1,887,148	(30,454)
TOTAL	<u>\$ 1,868,937</u>	<u>\$ 2,210,803</u>	<u>\$ 2,195,398</u>	<u>\$ (15,405)</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection Section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Comply with the National Pollution Discharge Elimination System (MPDES) Storm Water permit.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 285,550	\$ 185,486	\$ 189,323	\$ 3,837
Materials, Supplies, Services	1,368,384	1,596,358	1,649,284	52,926
TOTAL	\$ 1,653,934	\$ 1,781,844	\$ 1,838,607	\$ 56,763

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance Section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately nine million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately two million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

Indirect Charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 89,085	\$ 144,295	\$ 144,980	\$ 685
Materials, Supplies, Services	8,259,915	10,125,264	10,485,902	360,638
Capital Improvements	26,293	4,736,210	8,842,601	4,106,391
TOTAL	\$ 8,375,293	\$ 15,005,769	\$ 19,473,483	\$ 4,467,714

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

The Sewer Maintenance Program video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

PROGRAM SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	7.000	
Salaries & Benefits	\$ 679,908	\$ 755,024	\$ 745,044	\$ (9,980)
Materials, Supplies, Services	543,192	712,223	748,789	36,566
Capital Improvements	262,191	100,000	100,000	
TOTAL	\$ 1,485,291	\$ 1,567,247	\$ 1,593,833	\$ 26,586

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		2.147	2.197	2.297	0.100
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 209,737	\$ 203,303	\$ 212,796	\$ 9,493
60006	Overtime	289	3,191	3,191	
60012	Fringe Benefits	29,570	35,745	38,873	3,128
60012.1008	Fringe Benefits - Retiree		1,063	1,112	49
60012.1509	Fringe Benefits - Pension	50,813	46,342	45,433	(909)
60012.1528	Fringe Benefits - Workers Comp	2,164	3,557	6,845	3,288
60020	Projects Salaries	(40,492)			
60031	Payroll Adjustment	10			
		252,091	293,201	308,250	15,049
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 328,880	\$ 354,000	\$ 374,000	\$ 20,000
62140	Special Services	1,865	3,000	3,000	
62220	Insurance	165,293	426,529	438,985	12,456
62235	Services of Other Dept - Indirect	158,382	177,618	135,592	(42,026)
62240	Services of Other Dept - Direct	67,227	65,971	53,795	(12,176)
62300	Special Departmental Supplies	1,828	1,200	1,200	
62420	Books & Periodicals		200	200	
62475	F532 Vehicle Equipment Rental	25,562	19,902	41,429	21,527
62485	F535 Comm Equip Rental	17,831	16,406	16,406	
62496	F537 Computer Equip Rental	13,957	14,369	18,256	3,887
62755	Training	3,462	5,500	5,500	
62895	Miscellaneous	452	800	800	
63005	Depreciation - Building	827,045	830,107	795,985	(34,122)
63010	Depreciation - Infrastructure	5,062	2,000	2,000	
		1,616,846	1,917,602	1,887,148	(30,454)
SECTION TOTAL		\$ 1,868,937	\$ 2,210,803	\$ 2,195,398	\$ (15,405)

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		1.250	1.250	1.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 134,795	\$ 131,462	\$ 133,130	\$ 1,668
60006	Overtime	143			
60012	Fringe Benefits	17,704	20,873	21,756	883
60012.1008	Fringe Benefits - Retiree		605	605	
60012.1509	Fringe Benefits - Pension	32,858	30,521	29,865	(656)
60012.1528	Fringe Benefits - Workers Comp	1,025	2,025	3,967	1,942
60020	Projects Salaries	99,025			
		285,550	185,486	189,323	3,837
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 9,017	\$ 36,000	\$ 36,000	
62170	Private Contractual Services	1,258,948	1,392,950	1,440,185	47,235
62235	Services of Other Dept - Indirect	58,629	57,981	61,802	3,821
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	41,388	84,890	86,760	1,870
62700	Memberships & Dues		22,515	22,515	
62755	Training		575	575	
62895	Miscellaneous	29	200	200	
62496	F537 Computer Equip Rental	373	247	247	
		1,368,384	1,596,358	1,649,284	52,926
SECTION TOTAL		\$ 1,653,934	\$ 1,781,844	\$ 1,838,607	\$ 56,763

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 104,909	\$ 103,703	\$ 103,920	\$ 217
60006	Overtime	48			
60012	Fringe Benefits	16,026	14,970	15,667	697
60012.1008	Fringe Benefits - Retiree		411	411	
60012.1509	Fringe Benefits - Pension	25,823	23,614	21,885	(1,729)
60012.1528	Fringe Benefits - Workers Comp	812	1,597	3,097	1,500
60020	Projects Salaries	(58,533)			
		89,085	144,295	144,980	685
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 826,494	\$ 920,000	\$ 930,000	\$ 10,000
62085	Other Professional Services	4,185	75,000	75,000	
62135	Governmental Services		1,662,150	2,752,440	1,090,290
62170	Private Contractual Services	2,366,432	2,402,116	2,466,526	64,410
62230	BWP Billing Service	831,196	874,517	877,552	3,035
62235	Services of Other Dept - Indirect	223,587	179,494	160,386	(19,108)
62316	Software & Hardware		12,000	12,000	
62415	Uncollectible Receivables	218			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	128,177	118,000	118,000	
62475	F532 Vehicle Equipment Rental	35,827	42,296	46,721	4,425
62496	F537 Computer Equip Rental	1,303	640	640	
62735	Emissions & Permit Fees	89,021	110,000	110,000	
62755	Training		395	395	
62820	Bond Interest & Redemption	652,250	678,653	641,653	(37,000)
62825	Bond Issuance Costs	73,095	69,600	69,600	
62830	Bank Service Charges	1,800			
62830.1000	Credit Card Merchant Fees	5,048	13,814	13,814	
62895	Miscellaneous	22	150	150	
63000	Depreciation - Land	315,724	315,724	315,724	
63005	Depreciation - Building	1,409,732	1,454,009	922,686	(531,323)
63010	Depreciation - Infrastructure	336,120	336,121	112,030	(224,091)
63015	Depreciation - Machinery	28,492	28,492	28,492	
63020	Depreciation - Other Facilities	816,341	816,341	816,341	
63025	Depreciation - Other Util Assets	15,602	15,602	15,602	
63050	Non-capitalized assets	99,249			
		8,259,915	10,125,264	10,485,902	360,638
CAPITAL IMPROVEMENTS					
15022.19261	Plant Op. Improvements	\$ 7,007	\$ 485,360	\$ 1,079,321	\$ 593,961
15022.20091	Water Rec Plant HVAC Repl.	8,700	160,000		(160,000)
15032.19260	Sanitary Sewer Rep & Upgrades	10,586	900,000	900,000	
15032.20558	Beachwood Force Main Replacement		2,750,000	6,000,000	3,250,000
15052.15210	Hyperion Capital Construction		440,850	863,280	422,430
		26,293	4,736,210	8,842,601	4,106,391
SECTION TOTAL		\$ 8,375,293	\$15,005,769	\$19,473,483	\$ 4,467,714

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		7.000	7.000	7.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 418,459	\$ 439,998	\$ 441,737	\$ 1,739
60006	Overtime	7,277	32,261	32,261	
60012	Fringe Benefits	95,447	106,276	109,654	3,378
60012.1008	Fringe Benefits - Retiree		3,388	3,388	
60012.1509	Fringe Benefits - Pension	100,620	100,017	94,350	(5,667)
60012.1528	Fringe Benefits - Workers Comp	58,105	73,084	63,654	(9,430)
		679,908	755,024	745,044	(9,980)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 34,437	\$ 34,000	\$ 34,000	
62170	Private Contractual Services	42,712	100,000	100,000	
62235	Services of Other Dept - Indirect	257,648	355,563	353,215	(2,348)
62300	Special Departmental Supplies	9,306	22,000	22,000	
62380	Chemicals		10,625	10,625	
62435	General Equip Maint & Repair	55,050	41,238	41,238	
62475	F532 Vehicle Equipment Rental	40,605	38,713	69,415	30,702
62485	F535 Comm Equip Rental	4,199	12,077	12,077	
62496	F537 Computer Equip Rental	4,273	4,290	4,137	(153)
62700	Memberships & Dues	12	1,400	1,400	
62755	Training	3,376	4,300	4,300	
63015	Depreciation - Machinery	62,734	59,177	67,542	8,365
63035	Depreciation - Vehicle	28,840	28,840	28,840	
		543,192	712,223	748,789	36,566
CAPITAL IMPROVEMENTS					
15032.20549	Sewer Maint Hole Repair Project		\$ 20,000	\$ 20,000	
15042.17533	Repair of Pump Stations		80,000	80,000	
70023.0532	Contribution to Fund 532	262,191			
		262,191	100,000	100,000	
PROGRAM TOTAL		\$ 1,485,291	\$ 1,567,247	\$ 1,593,833	\$ 26,586

WATER RECLAMATION & SEWER - OPERATIONS

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
Part Time				
ADMINISTRATIVE OFFICER			0.100	
PRINCIPAL CLERK	0.100	0.100	0.100	
SR ADM ANALYST	0.047	0.097	0.097	
SR CLERK	0.100	0.100	0.100	
TOTAL PART TIME	0.247	0.297	0.397	0.100
	*	*	*	
TOTAL STAFF YEARS	4.247 (4)	4.297 (4)	4.397 (4)	0.100

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER RECLAMATION & SEWER - MAINTENANCE

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV				
COLLECTION SYS SUPV	1.000	1.000	1.000	
COLLECTION SYS LDWORKER				
COLLECTION SYS JOURNEYMN	3.000	3.000	3.000	
COLLECTION SYS WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	7.000	7.000	7.000	
	*	*	*	
TOTAL STAFF YEARS	7.000 (7)	7.000 (7)	7.000 (7)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

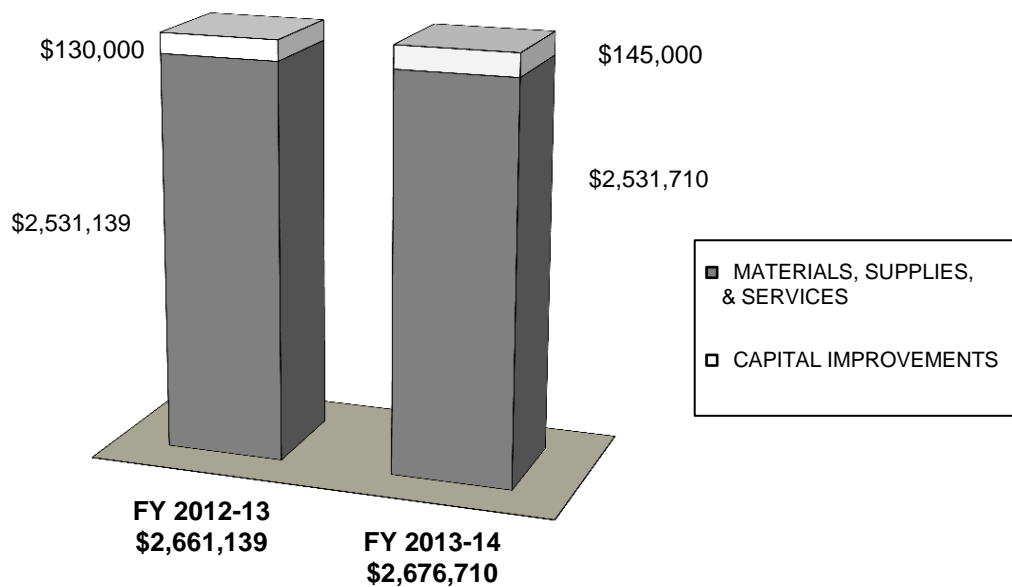
OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board and the Golf Fund Oversight Committee, review and make recommendations on matters related to the operations of the DeBell Golf Enterprise Fund.

FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Revenues and Other Income	\$ 2,006,580	\$ 1,887,000	\$ 1,887,000	
Materials, Supplies, Services Capital Improvements	\$ 2,575,971 49,680	\$ 2,531,139 130,000	\$ 2,531,710 145,000	\$ 571 15,000
TOTAL	\$ 2,625,651	\$ 2,661,139	\$ 2,676,710	\$ 15,571

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 390,896	\$ 460,000	\$ 460,000	
62085	Other Professional Services	30,278	21,400	21,400	
62170	Private Contractual Services	1,035,069	1,001,000	1,001,000	
62215	Insurance Supplement	14,652	16,740	16,740	
62220	Insurance	24,563	29,863	25,285	(4,578)
62235	Services of Other Dept-Indirect	408,782	324,643	348,984	24,341
62240	Services of Other Dept - Direct	23,632	23,192		(23,192)
62300	Special Departmental Supplies	120			
62450	Build Grounds Maint & Repairs	45,296	58,000	58,000	
62496	F537 Computer Equip Rental	350	765	765	
62815	Note Interest Expense	29,094	25,000	29,000	4,000
62895	Miscellaneous	3,514	2,100	2,100	
63000	Depreciation - Land	126,908	126,908	126,908	
63005	Depreciation - Building	411,719	411,719	411,719	
63010	Depreciation - Infrastructure	3,192	3,192	3,192	
63014	Depreciation - Park	3,486	3,487	3,487	
63015	Depreciation - Machinery	24,420	23,130	23,130	
		2,575,971	2,531,139	2,531,710	571
CAPITAL IMPROVEMENTS					
15022.13635	Debell Clubhouse	\$ 49,680			
15022.20106	Golf Course Seismic Retrofit		130,000	145,000	15,000
		49,680	130,000	145,000	15,000
TOTAL		\$ 2,625,651	\$ 2,661,139	\$ 2,676,710	\$ 15,571

Refuse Collection & Disposal Fund

Fund 498

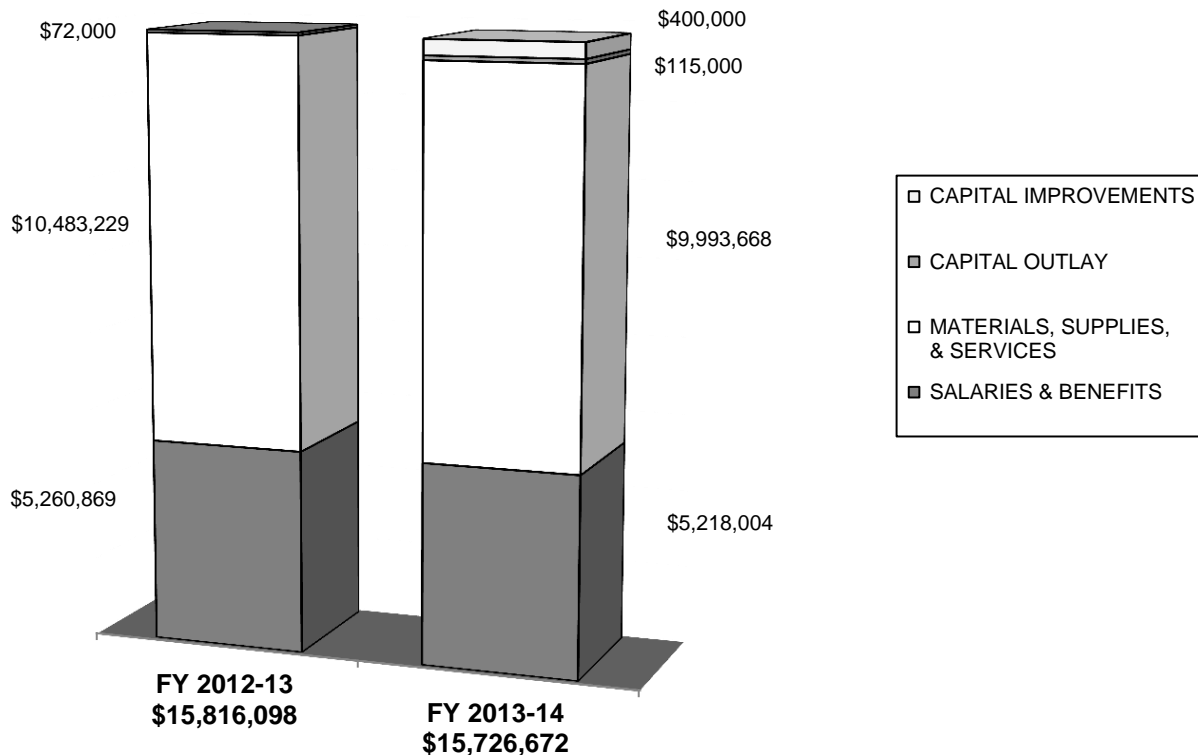
The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, which includes Landfill Engineering and Operations, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	54.257	54.707	55.247	0.540
Revenues and Other Income	\$ 16,564,739	\$ 15,972,011	\$ 15,981,516	\$ 9,505
Salaries & Benefits	\$ 5,042,068	\$ 5,260,869	\$ 5,218,004	\$ (42,865)
Materials, Supplies, Services	10,031,046	10,483,229	9,993,668	(489,561)
Capital Outlay		72,000	115,000	43,000
Capital Improvements	14,397		400,000	400,000
TOTAL	\$ 15,087,511	\$ 15,816,098	\$ 15,726,672	\$ (89,426)

REFUSE COLLECTION & DISPOSAL

FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection Section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

CHANGES FROM PRIOR YEAR

To reflect the staff hours spent in support of this section, 35 percent of the Assistant Public Works Director - Street and Sanitation's and 19 percent of the Administrative Officer's salaries and benefits were moved into this fund. A capital outlay request in the amount of \$100,000 is budgeted for the replacement of solid waste carts, and an additional \$15,000 is budgeted for the replacement of one trailer.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget (OMB) guidelines.

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	44.257	44.707	45.247	0.540
Salaries & Benefits	\$ 3,915,604	\$ 4,149,682	\$ 4,108,846	\$ (40,836)
Materials, Supplies, Services	6,070,656	6,081,235	5,637,102	(444,133)
Capital Outlay		72,000	115,000	
TOTAL	\$ 9,986,260	\$ 10,302,917	\$ 9,860,948	\$ (441,969)

Refuse Collection & Disposal Fund

Refuse Disposal Section

498PW31B

The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 605,651	\$ 560,918	\$ 551,303	\$ (9,615)
Materials, Supplies, Services	2,642,237	2,796,508	2,774,024	(22,484)
Capital Improvements			400,000	400,000
TOTAL	\$ 3,247,888	\$ 3,357,426	\$ 3,725,327	\$ 367,901

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues, operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and antifreeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 520,813	\$ 550,269	\$ 557,855	\$ 7,586
Materials, Supplies, Services	1,318,153	1,605,486	1,582,542	(22,944)
Capital Improvements	14,397			
TOTAL	\$ 1,853,363	\$ 2,155,755	\$ 2,140,397	\$ (15,358)

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		44.257	44.707	45.247	0.540
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 2,430,515	\$ 2,529,610	\$ 2,538,921	\$ 9,311
60006	Overtime	16,074	39,167	39,167	
60012	Fringe Benefits	622,217	646,018	671,857	25,839
60012.1008	Fringe Benefits - Retiree		24,424	24,685	261
60012.1509	Fringe Benefits - Pension	565,451	556,581	521,058	(35,523)
60012.1528	Fringe Benefits - Workers Comp	292,251	353,882	313,158	(40,724)
60015	Wellness Program	1,984			
60020	Projects Salaries	(16,778)			
60023	Uniform & Tool Allowance	2,166			
60031	Payroll Adjustment	1,724			
		3,915,604	4,149,682	4,108,846	(40,836)
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services	\$ 2,000	\$ 2,327	\$ 2,327	
62140	Special Services	595	14,000	14,000	
62170	Private Contractual Services	262,310	276,511	276,511	
62220	Insurance	66,117	121,576	110,240	(11,336)
62230	BWP Billing Service	924,070	968,367	980,205	11,838
62235	Services of Other Dept - Indirect	756,138	666,711	620,728	(45,983)
62240	Services of Other Dept - Direct	1,201,396	1,354,895	1,134,452	(220,443)
62300	Special Departmental Supplies	198,668	131,621	131,621	
62310	Office Supplies	1,956	3,000	3,000	
62405	Uniforms & Tools	8,564	16,000	16,000	
62415	Uncollectible Receivables	218			
62420	Books & Periodicals	75			
62435	General Equip Maint & Repair		1,530	1,530	
62440	Office Equip Maint & Repair	2,026	9,260	9,260	
62470	F533 Office Equipment Rental		597	597	
62475	F532 Vehicle Equipment Rental	1,620,833	1,531,172	1,519,113	(12,059)
62485	F535 Comm Equip Rental	94,456	53,540	53,540	
62496	F537 Computer Equip Rental	7,423	7,825	7,502	(323)
62700	Memberships & Dues	729	756	756	
62755	Training	3,083	5,159	5,159	
62895	Miscellaneous	3			
63000	Depreciation - Land	2,473	2,473	2,473	
63005	Depreciation - Building	201,650	201,650	28,459	(173,191)
63010	Depreciation - Infrastructure	8,816	8,816	8,816	
63015	Depreciation - Machinery	54,703	54,703	54,703	
63035	Depreciation - Vehicle	652,354	648,746	656,110	7,364
		6,070,656	6,081,235	5,637,102	(444,133)
CAPITAL OUTLAY					
15101	Vehicle Clearing		\$ 72,000	\$ 115,000	\$ 43,000
			72,000	115,000	43,000
SECTION TOTAL		\$ 9,986,260	\$ 10,302,917	\$ 9,860,948	\$ (441,969)

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 380,559	\$ 341,170	\$ 338,492	\$ (2,678)
60006	Overtime	15,648	19,977	19,977	
60012	Fringe Benefits	58,670	76,792	79,152	2,360
60012.1008	Fringe Benefits - Retiree		2,420	2,420	
60012.1509	Fringe Benefits - Pension	78,732	77,921	73,124	(4,797)
60012.1528	Fringe Benefits - Workers Comp	35,694	42,638	38,138	(4,500)
60020	Projects Salaries	36,261			
60031	Payroll Adjustment	87			
		605,651	560,918	551,303	(9,615)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 98,179	\$ 85,000	\$ 85,000	
62135	Governmental Services	136,405	125,000	125,000	
62140	Special Services	595	3,000	3,000	
62170	Private Contractual Services	539,425	770,000	770,000	
62235	Services of Other Dept - Indirect	143,341	171,688	187,332	15,644
62300	Special Departmental Supplies	8,207	15,000	15,000	
62405	Uniforms & Tools	1,017	2,000	2,000	
62440	Office Equipment Maintenance	677			
62475	F532 Vehicle Equipment Rental	540,278	510,391	506,371	(4,020)
62496	F537 Computer Equip Rental	956	1,500	1,448	(52)
62700	Memberships & Dues	567	800	800	
62710	Travel	626	2,000	2,000	
62755	Training	602	3,000	3,000	
62820	Bond Interest & Redemption	362,518	386,723	175,050	(211,673)
62825	Bond Issuance Costs	(18,473)	44,920	82,117	37,197
62830	Bank Service Charges	2,500			
62830.1000	Credit Card Merchant Fees	1,063	3,600	3,600	
62920	Trust Fund Set Aside	572,539	425,000	575,000	150,000
63000	Depreciation - Land	103,443	103,443	76,547	(26,896)
63010	Depreciation - Infrastructure	11,885	11,885	11,885	
63035	Depreciation - Vehicle	135,887	131,558	148,874	17,316
		2,642,237	2,796,508	2,774,024	(22,484)
CAPITAL IMPROVEMENTS					
15012.20109	Landfill Liner Construction			\$ 400,000	\$ 400,000
				400,000	400,000
SECTION TOTAL		\$ 3,247,888	\$ 3,357,426	\$ 3,725,327	\$ 367,901

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2011-12	FY 2012-13	FY 2013-14	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 342,667	\$ 365,322	\$ 367,329	\$ 2,007
60006	Overtime	2,428	4,000	4,000	
60012	Fringe Benefits	76,243	77,524	80,102	2,578
60012.1008	Fringe Benefits - Retiree		2,420	2,420	
60012.1509	Fringe Benefits - Pension	86,539	85,617	84,735	(882)
60012.1528	Fringe Benefits - Workers Comp	12,495	15,386	19,269	3,883
60015	Wellness Program	248			
60031	Payroll Adjustment	193			
		520,813	550,269	557,855	7,586
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 507,258	\$ 1,140,000	\$ 1,140,000	
62170.17535	DOC City/County 07-08	3,045			
62170.18407	DOC City/County Funds 08	2,740			
62170.18408	Pop Up Repairs	905	20,000	20,000	
62170.19011	Oil Block Grant 15th Cycle	293			
62170.19620	Oil Block Grant 16th Cycle	975			
62170.19972	OPP Cycle 1 Oil Grant	20,761			
62170.20241	Transfer Contingency	403,377			
62170.20492	City/County Funds	732			
62235	Services of Other Dept-Indirect	319,836	316,540	295,094	(21,446)
62300	Special Departmental Supplies	21,880	55,800	55,800	
62310	Office Supplies	1,300	26,300	26,300	
62405	Uniforms & Tools	282	500	500	
62420	Books & Periodicals	196	600	600	
62430	Auto Equip Maint & Repairs	35			
62440	Office Equip Maint & Repair	5,786	800	800	
62475	F532 Vehicle Equipment Rental		2,701	3,215	514
62485	F535 Comm Equip Rental	9,694	9,692	9,692	
62496	F537 Computer Equip Rental	3,869	4,376	4,813	437
62700	Memberships & Dues	5,931	6,500	6,500	
62710	Travel	1,352	2,160	2,160	
62755	Training	2,012	2,000	2,000	
62895	Miscellaneous	162	8,050	8,050	
63005	Depreciation - Building	2,552	6,287	3,838	(2,449)
63015	Depreciation - Machinery	1,124	1,124	1,124	
63035	Depreciation - Vehicle	2,056	2,056	2,056	
		1,318,153	1,605,486	1,582,542	(22,944)
CAPITAL IMPROVEMENTS					
15022.16679	Recycle Center Warehouse Vent	\$ 9,000			
15022.16681	Recycle Center Bldg Wash/Paint	597			
15022.19618	Recycle Center Warehouse Roof	4,800			
		14,397			
SECTION TOTAL		\$ 1,853,363	\$ 2,155,755	\$ 2,140,397	\$ (15,358)

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
PW SUPERVISOR	1.000	1.000	1.000	
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SOLID WASTE SUPV	2.000	2.000	2.000	
SOLID WASTE LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SR ADMINISTRATIVE ANALYST	1.000	1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
SOLID WASTE UTILITY WORKE	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	24.000	24.000	24.000	
SR CLERK	3.000	3.000	3.000	
SR SECRETARY	1.000	1.000	1.000	
FLEET MAINT TECH	2.000	2.000	2.000	
SR FLEET MAINT TECH	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	49.000	49.000	49.000	
Part Time	*	*	*	
ASST PW DIR - STR & SANT			0.350	0.350
ADMINISTRATIVE OFFICER			0.190	0.190
SOLID WASTE TRUCK OP	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
PW SUPERVISOR	0.050	0.050	0.050	
CEMENT FINISHER	0.050	0.050	0.050	
STREET MAINT LEADWORKER	0.050	0.050	0.050	
HEAVY EQUIPMENT DRIVER	0.300	0.300	0.300	
PW JOURNEYMAN	0.100	0.100	0.100	
HEAVY EQUIPMENT OPR	0.300	0.300	0.300	
FLEET MAINT TECH	1.142	1.142	1.142	
FLEET SRVS SUPV		0.300	0.300	
FLEET SUPT		0.150	0.150	
TIRE MAINT WKR	0.319	0.319	0.319	
WELDER	0.203	0.203	0.203	
TOTAL PART TIME	5.257 (9)	5.707 (9)	6.247 (9)	0.540
	*	*	*	
TOTAL STAFF YEARS	54.257 (58)	54.707 (58)	55.247 (58)	0.540

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS